

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 33	
2. CONTRACT NO. GS00Q14OADU108		3. AWARD/EFFECTIVE DATE 28-Nov-2016		4. ORDER NUMBER M67400-17-F-0002		5. SOLICITATION NUMBER M67400-17-R-0001	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME (b) (3) (B), (b) (6)				b. TELEPHONE NUMBER (No Collect Calls) (b) (3) (B), (b) (6)	
9. ISSUED BY MARINE CORPS REGIONAL CONTRACTING OFFICE MARINE CORPS BASE CAMP S.D. BUTLER PSC 557 BOX 2000 FPO AP CA 96379-2000 TEL: 011816117458531 FAX:		CODE M67400		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB NAICS: 541611 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: \$15,000,000			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 Days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO M20233 SEE SCHEDULE FPO AP 00000-0000		CODE M20233		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR BOOZ ALLEN HAMILTON INC. (b) (3) (B), (b) (6) TELEPHONE NO (b) (3) (B), (b) (6)		CODE 17038 FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER MARINE CORPS PO BOX 369022 COLUMBUS OH 43218-9022			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,107,747.20	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 0 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. 0E3E-0057-00 OFFER DATED 11-Nov-2016 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) (b) (3) (B), (b) (6)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) (b) (3) (B), (b) (6)		31c. DATE SIGNED 28-Nov-2016	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 33			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>							
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____							
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
					32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				42a. RECEIVED BY <i>(Print)</i>			
				42b. RECEIVED AT <i>(Location)</i>			
				42c. DATE REC'D <i>(YY/MM/DD)</i>		42d. TOTAL CONTAINERS	

**PERFORMANCE WORK STATEMENT (PWS) FOR
DEFENSE POLICY REVIEW INITIATIVE PLANNING GROUP
COMMUNITY PLANNING/CONSTRUCTION SCHEDULING SUPPORT SERVICES
DPRI Okinawa**

1.0 INTRODUCTION. This is a requirement for technical and advisory support services in the Facilities Requirements Planning and Assessment Domain.

2.0 BACKGROUND. The DPRI Program Directorate within Marine Corps Installations Pacific (MCIPAC) located at Marine Corps Base Camp S. D. Butler, Okinawa, Japan requires on-site contract consultants to provide technical and advisory support of its mission to manage the Okinawa Consolidation (OKICON) Program Management Office (PMO). The Program Director is responsible for the management and oversight of present and future Marine Corps structures associated with the OKICON initiative located in Okinawa, Japan, including support for tenant commands and transient forces. The current and future readiness of MCIPAC installations and facilities is integral to the sustainment of III Marine Expeditionary Force (MEF) operational capabilities during the transitional period through the end-state of DPRI as specified in the U.S.-Government of Japan (GOJ) Agreed Implementation Plans (AIPs).

3.0 SCOPE. The contractor shall provide all labor, materials, supply and transportation except those specifically stated as Government furnished for the following tasks.

3.1 Provide technical support in the area of Community Planning/Construction Scheduling for DPRI Okinawa's management and oversight of the day-to-day interface with users, stakeholders, Marine Forces Pacific (MFP) DPRI Planning Group, United States Army Corps of Engineers and Okinawa Defense Bureau (ODB).

3.2 Provide on-site support services in each required management area, during the period of performance (Reference PWS paragraphs 5.2 and 5.3).

3.3 Required support includes providing advice, recommendations, and analysis related to the DPRI's involvement with the present and future Marine Corps structures associated with the Futenma Replacement Facility (FRF) and OKICON initiatives.

3.4 Associated areas of Government lead tasking and contractor support would be inclusive of the areas related to Community Planning/Construction Scheduling for DPRI and as pertaining to the OKICON and FRF initiatives.

4.0 APPLICABLE DOCUMENTS. During the execution of this requirement, the Contractor shall adhere to all OSHA, EPA, U.S. Marine Corps and any other local/state/federal and/or foreign regulations. The Government will provide access to the regulations upon request.

4.1 DoD Joint Travel Regulations (JTR).

4.2 U.S. - Japan Alliance Transformation and Realignment for the Future, 29 Oct 2005

4.3 U.S. - Japan Roadmap for Realignment Implementation, 1 May 2006

4.4 Alliance Transformation Implementation Panel (ATIP) Terms of Reference, 24 Apr 2007

4.5 USFJ Guidance for Alliance Transformation Projects, 29 Feb 2012

4.6 Release of Portions of Land at Makiminato Service Area, FAC 6056, 4 Nov 2008

4.7 Release of Portions of Land at Makiminato Service Area, FAC 6056, 16 Dec 2015

4.8 Joint Use of Portions of Land at Camp Zukeran, FAC 6044, 16 Dec 2015

- 4.9 Alliance Transformation and Realignment Oversight Panel (ATOP) 99, 17 Dec 2015
- 4.10 Marine Corps Planning Process” (Marine Corps Warfighting Publication (MCWP) 5-1)
- 4.11 Marine Corps Order P11000.5g/ Real Property Facilities Manuel
- 4.12 OPNNAVINST 11010.20H, Facilities Project Manual
- 4.13 Unified Facilities Planning Criteria 2-100-01 and 2-000-05N
- 4.14 All security and installation regulations.
- 4.15 Department of Defense Instruction (DODI) 5210.8 Information Assurance and Records Management
- 4.16 Workstation Minimum Requirements, 27 June 2013

5.0 TECHNICAL REQUIREMENTS. The Contractor shall:

5.1 General Requirements

5.1.1 Contractor shall assist the Government to coordinate and participate in the program Operational Planning Team as required.

5.1.2 Contractor shall provide input/recommendations on initiative composition and subsequent submission to the Program Director; and the Marine Forces Pacific (MARFORPAC) DPRI planning cell, and Headquarters, Marine Corps Plans, Policy and Operations Pacific Division (HQMC PPO PD) as directed.

5.1.3 Contractor shall participate in conferences and workshops, including but not limited to:

- Conception Development Conferences
- Training Objective Workshops
- Scenario Development Workshops
- USMC DPRI Stakeholder Conferences
- Initial, Midterm, and Final Planning Conferences

5.1.4 When required, the Contractor shall participate in the Directorate’s conferences, including but not limited to:

- Provide recommendations to the overall assessment of program execution
- Furnish guidance regarding construction scheduling
- Assist in proposing a Plan of Action and Milestones for each program
- Review the action plans, briefs, and other support documentation, and provide opinions of each
- Support the complete turnover of the project including a detailed Standard Operating Procedure (SOP) and guidance that will help institutionalize MCBJ DPRI and enterprise level practices, policies, and procedures.

5.2 Project Planning Office (CLIN 0001)

5.2.1 Provide and assist in strategic planning for MCIPAC installations/facilities/Form 22/42 DD1391 and validation for enduring camps/facilities/utilities/training areas.

5.2.2 Provide and assist Camp Planners with technical studies/feasibility analysis as requested by Camp Planners.

5.2.3 Provide and Assist Camp Planners with requirements analysis/capabilities planning/military construction (MILCON) planning assessments.

5.2.4 Provide and assist Camp Planners with technology assessments/cost impacts; engineering assessments/cost impacts; investment planning/budget forecasts; documentation/reports/plans/risks analysis/mitigation for each of the base camps and training areas.

5.3 Project Scheduling Office (CLIN 0002)

5.3.1 Assist by developing and maintaining a program schedule for multiple complex land development projects utilizing Microsoft Project and/or Primavera.

5.3.2 Collect project schedule information from various sources in order to maintain an accurate program schedule, provide detailed analysis of the project schedule to assess real and/or estimated impacts to timeline and assist in the preparation of reports and presentations on the program schedule.

5.3.3 Assist Program Managers in leveraging the program schedule to coordinate program activities.

5.3.4 In coordination with OKICON program teams, create, modify and present models using AutoCAD Civil 3D Navisworks and Primavera P6.

6.0 DELIVERABLES. The Contractor shall provide deliverables as required:

6.1 Ensure deliverables meet professional standards and the requirements as set forth in the Performance Work Statement.

6.1.1 The Government reserves the right to request updates on all deliverables on an as needed basis.

6.1.2 All data, minutes, memorandums, reports, miscellaneous correspondence generated as a result of this requirement shall be turned over to the Government upon completion of this requirement. The deliverables are the sole property of the Government and are not subject to disclosure.

6.1.3 Submit written deliverables in hardcopy and electronic form in Microsoft Office Suite: Word, MS Excel, Project and PowerPoint; ArcGIS, AutoCAD, and/or Adobe Creative Suite formats; and AutoCAD Civil 3D, Primavera, Navisworks. All deliverables and working files shall be provided in editable versions.

6.2 Monthly Status Report

6.2 The Contractor shall produce Monthly Status Reports (MSRs) to the respective program's Contracting Officer's Representative (COR). Reports shall include at a minimum, an executive summary, identify team personnel, skill levels, schedule tracking, travel conducted, any issues and recommendations and updates/changes. The MSR is to provide information on work completed, work in progress and work outstanding, as well as highlight problems encountered and anticipated.

6.2.1 Draft deliverables for the Monthly Status Report shall be submitted five (5) working days following each month to the COR. The COR will respond within five (5) working days with comments. The Contractor shall incorporate the comments within five (5) working days. For final deliverables, the COR will either accept or reject within five (5) working days of submission. Final MSRs shall also be provided to the Contract Specialist of the task order.

6.2.2 In the event of rejection of an MSR, the COR will notify the Contractor in writing of the reasons for such rejection. Absence of notification within five (5) working days of submission will be construed as an acceptance.

6.3 The Contractor shall be required to provide weekly updates of accomplishments, plans of actions, outstanding tasks, problems encountered, and solutions, recommendations for process improvements for assigned projects and tasks.

6.4 Generate and provide analysis, reports, and briefings.

6.5 The Contractor shall prepare a work plan no later than 30 calendar days after start of performance on the task order. The work plan shall include a schedule of all activities for all tasks: the content, format and suspense for products to be delivered to the COR and projected spend plan for each task. The Contractor shall update the work plan to reflect current Government requirements, products, and effort. The Contractor shall submit updated work plans to the COR, with the monthly status report.

6.6 Trip Reports (electronic) shall be in sufficient detail to identify dates, locations, points of contact, attendees, directions received, and areas of concern and salient items of interest identified at the meeting or on the trip. All minutes or trip reports shall be submitted to the COR within seven (7) working days of completing the Government authorized trip.

7.0 SUPPORTING INFORMATION:

7.1 PERIOD OF PERFORMANCE. The period of performance (POP) is 1 January 2017 to 31 December 2021, consisting of (1) base year and (4) one-year option periods.

7.2 PLACE OF PERFORMANCE. Building 361, Floor 2, Marine Corps Base Camp S. D. Butler, Okinawa, Japan.

7.3 HOURS OF OPERATION. The Contract shall be expected to provide services during normal Government work hours. Normal Government work hours are between 0730-1630 hrs. Monday through Friday. The COR will address the specific working hours after award of the task order. There may be the need for occasional work outside of normal Government working hours. This shall be coordinated with the COR in advance.

7.4 CONTRACTOR KNOWLEDGE, SKILLS, AND ABILITIES.

7.4.1 All contractor employees are required to have the following General Knowledge/Qualifications:

7.4.1.1 Knowledge of and skill related to the development of executive level correspondence and the management of programs involving executive level participants.

7.4.1.2 Knowledge of the overall mission, organization, functions, capabilities, administration, and operations of the Marine Corps in general and the Okinawa Consolidation program.

7.4.1.3 Knowledge of Department of Defense and Marine Corps policies and regulations related to travel and security clearances, and knowledge of Status of Forces Agreement (SOFA) between the US and Japan.

7.4.1.4 Working knowledge of horizontal and vertical construction, architecture, land development, utility systems, space allocation, functional layout, design development processes, construction means and methods, US and Japanese construction practices.

7.4.1.5 Knowledge and skill in construction program assessment techniques related to resource allocation, risk management, performance metrics and project execution.

7.4.1.6 Thorough knowledge of quantitative and qualitative methods and techniques to develop support deliverable criteria and metrics covering complex program mission and functions related to construction programs.

7.4.1.7 Excellent communication skills, both written and oral, as well as customer service skills due to daily interaction with various levels of rank, authority, and positions, both military and civilian.

7.4.1.8 Experience working with a diverse and often conflicting group of stakeholders on politically sensitive and schedule-constrained construction projects.

7.4.1.9 The ability to obtain and maintain a Secret Security Clearance.

7.4.2 Specific Requirements for Project Community Planner:

7.4.2.1 Knowledge of “Marine Corps Planning Process” (Marine Corps Warfighting Publication (MCWP) 5-1); Marine Corps Order P11000.5g/ Real Property Facilities Manual; and OPNNAVINST 11010.20H, Facilities Project Manual, and the Unified Facilities Planning Criteria 2-100-01 and 2-000-05N.

7.4.2.1 Knowledge of Navy Shore Installations Programs: iNFADS, EPG, ECONPACK, eProjects.

7.4.2.2 Proficient in Microsoft Office applications such as Microsoft Office Suite: Word, MS Excel, Project and PowerPoint. Contractor must be capable of developing business correspondence such as memos, letters, and email. Contractor must also be capable of developing spreadsheets, slides and various presentations when needed.

7.4.2.3 Experience in the creation, revision and presentation of planning, design and construction documents for the development of the program for several hundred new buildings.

7.4.2.4 Knowledge of ArcGIS (level of understanding: basic to moderate); Adobe Creative Suite (Illustrator, InDesign, and Photoshop: level of understanding basic to moderate).

7.4.2.5 Knowledge of and/or rendering experience such as: ArcGIS 3D, sketchup, or other similar programs; AutoCAD

7.4.3 Specific Requirements for Project Construction Scheduler:

7.4.3.1 Knowledge of and experience with Primavera P6 scheduling software in the development of design and construction schedules for complex land development projects. Prior experience in claim analysis for construction project schedules is required.

7.4.3.2 Proficient in Microsoft Office applications such as Microsoft Word, Excel, and PowerPoint. Contractor must be capable of developing business correspondence such as memos, letters, and email. Contractor must also be capable of developing spreadsheets, slides and various presentations when needed.

7.4.3.3 Experience in the creation, revision and presentation of planning, design and construction schedules for development programs for several hundred new facilities.

7.4.3.4 Knowledge of Navisworks in the development, manipulation and presentation (utilizing scheduling data from Primavera) for complex land development projects.

7.5 CONTRACTOR FURNISHED MATERIALS

7.5.1 The Contractor shall furnish a contractor provided computer to each onsite employee who directly supports this contract with all software required to meet the performance and deliverable requirements of the contract; and shall have access to the internet via wifi or air card

7.5.1.2 Contractor provided computers shall include at a minimum the following standalone software: For project scheduling, Primavera P6 and Microsoft Office Suite. For project planning, Microsoft Office, Adobe ProSuite, AutoCAD, and ArcGis (one computer).

7.5.1.3 The contractor shall provide an additional computer to each onsite employee that will be used for accessing the Marine Corps Enterprise Network-Non-Classified (MCEN-N). In order to accomplish this, the government will install an approved MCEN-N image on this contractor provided hardware. Contractor provided hardware shall be required to meet USMC specifications and be supported by a warranty or maintenance contract. Contractor shall

reference current Marine Corps Common Hardware Suite (MCHS) Workstation Minimum Requirements. The Contractor furnished computers shall be limited to the functionality of a standard MCEN computer and shall be required to meet all MCEN security standards. The Contractor shall not have administrator privileges to these computers. All Government business shall be conducted using GF Data Systems and Government approved IT hardware/software. The Government will provide Marine Corps Enterprise Network Non-Classified (MCEN-N) connectivity, which will provide internet access and a DoD email capability with .mil address assigned to authorized contractor personnel. The Government will provide access to MCEN-N and standard software applications.

7.6 GOVERNMENT FURNISHED PROPERTY

7.6.1 The Government will provide five office workstation areas consisting of a desk and a general work space.

7.6.2 The Government will provide local and long distance telephone service for official business use only.

7.5.3 The Government will provide one computer terminal/ internet access point and workstation for access to web-based applications and databases used routinely to support facility analysis requirements.

7.6.3 The Government will provide access to standard office-related Government Furnished Equipment (e.g., phone, desk space, office supplies, etc.) while working in Government spaces during the performance of this effort.

7.6.4 The Government will provide Contractor access to Government furnished mapping, charting, and geodesy property when necessary for this task order.

7.6.5 Common Access Card (CAC): The Contractor will apply for a Common Access Card (CAC), United States Department of Defense (DoD) integrated circuit card issued as standard identification for access to the MCB Butler LAN providing Internet connection and an e-mail account (s) for business purposes as an unclassified user. Government CAC's issued in support of this Task Order shall be returned to the Government upon completion of the period of performance.

7.6.5.1 Requirements for Issuance of a CAC. The following conditions must be met prior to issuance of a CAC to any contractor employees for limited privilege/non privileged access:

- The SOFA status of the employee shall be verified, and approved by the office of Staff Judge Advocate (SJA).
- The Contractor shall be registered in the Contractor Verification System (CVS) with a valid record of security clearance on Joint Personnel Adjudication System (JPAS). The CVS is conducted at MCB Installation Personnel Administration Center (IPAC) USMC S.D. Butler, Tel No. 098-970-0875, Bldg. #5699.
- The Contractor shall obtain proof of security clearance on JPAS at Security Management Office, USMC S.D. Butler, Tel No. 098-970-7892/8412, Bldg. #1.
- When applying for a CAC at the Installation Personnel Administration Center (IPAC), the Contractor shall show two original forms of Identification and submit 1) contract document, 2) passport [reviewed by SJA office and SOFA stamp required], 3) letter of employment, 4) letter of authorization from the Contracting Officer [as applicable], and 5) a valid record of JPAS (proof of background check).
- All Contractor employees who will be assigned to work on this effort must have an active SECRET security clearance .

NOTE: Prior to applying for CVS, Contractor personnel must initiate a background check on JPAS at the Security Management Office and a record of JPAS enrollment verification (e-mail) must be submitted to the Trusted Agent (TA) for MCB Butler IPAC. <http://www.marines.mil/unit/mcbbutler/Pages/IPAC/CTRCACAppt.aspx>

7.7 COST OF OPERATION. All cost of operation under this contract except those specifically stated as Government provided shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses. No payments other than those provided for in the Price Schedule will be made to the contractor.

7.8 TRAVEL COSTS. The Contractor shall be required to travel. This will be a Cost Reimbursable contract line item number. The only travel reimbursed on this contract is the travel performed by the contractor's employees assigned to work directly on this contract. All travel shall be pre-approved by the COR in writing. Any travel performed and not pre-approved by the COR, shall not be reimbursed. Any travel performed by the Contractor's management team, for any purpose, will not be reimbursed. No profit or indirect rates shall be applied to the travel costs. All travel costs claimed must be authorized travel expenses, in accordance with the Joint Travel Regulations (JTR).

7.9 SECURITY CLEARANCES. A Secret Facility Security Clearance is required. Access to classified data/information up to and including SECRET shall be required in the performance of this work. All personnel directly supporting this contract shall have at least a SECRET security clearance prior to starting work and shall maintain the security clearance throughout the period of performance. A DOD Contract Security Classification Specification, form DD 254, shall be issued with this contract. The contractor is required to send visit requests via JPAS to SMO Code M674005 for each contractor employee that requires a clearance. The POC on the visit request should be the Contracting Officer's Representative. Visit requests are for one year and can be renewed each year. Security clearances are required.

7.10 RESUMES. After contract award the contractor shall submit resumes for personnel identified to support this contract. These resumes shall be approved by the Government prior to the contractor's employees deploying to Okinawa, Japan. This applies to the initial start of the contract as well as contractor turnover experienced during the contract period of performance.

7.11 HOLIDAYS. All or a portion of the effort under this task order will be performed on a Government installation. For purposes of scheduling personnel, the Contractor is hereby advised that the Government installation will observe the following holidays. The Contractor is further advised that access to the Government installation may be restricted on these holidays:

<u>HOLIDAY</u>	<u>OBSERVANCE</u>
New Year's Day	1 January
Martin Luther King Jr. Birthday	3rd Monday in January
President's Day	3rd Monday in
February	
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

In the event any of the above holidays occur on a Saturday or a Sunday, then the holiday shall be observed in accordance with the practices of the Government installation.

7.12 PERFORMANCE EVALUATION. The Contractor shall be evaluated in accordance with the Government's Quality Assurance Surveillance Plan (QASP) (See Attachment 1).

ATTACHMENT 1: QASP
QUALITY ASSURANCE SURVEILLANCE PLAN
FOR
DEFENSE POLICY REVIEW INITIATIVE PLANNING GROUP
INFRASTRUCTURE AND ENTERPRISE PLANNING SERVICES
DPRI Okinawa

[Attachment 1]

INTRODUCTION: This Quality Assurance Surveillance Plan (QASP) has been developed to evaluate contractor actions while implementing this Performance Work Statement (PWS). It is designed to provide an effective surveillance method of monitoring contractor performance for each listed objective in the PWS in the contract.

The QASP provides a systematic method to evaluate the services the contractor is required to furnish. It is based on the premise the Government desires to maintain a quality standard in supporting, providing recommendations, addressing planning and budgetary needs, and that a service contract to provide the service is the best means of achieving that objective.

The contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract. The role of the Government is quality assurance to ensure contract standards are achieved.

In this contract, the work plan and the monthly status report are the drivers for quality products. The contractor is required to develop a comprehensive program of activities for all tasks for each management area. The first major step to ensuring a “self-correcting” contract is to ensure that the approved work plan provides the measures needed to lead the contractor to success. Once the work plan is approved, careful application of the process and standards presented in the remainder of this document will ensure a robust quality assurance program.

SURVEILLANCE: The Government Contracting Officer’s Representatives (CORs) will monitor the contractor’s work or will receive complaints directly from the designated Government Point of Contact (POC) for that specific management area.

STANDARD: Timeliness of the reports and plans shall not exceed the thresholds cited above for each performance standard. The COR shall notify the Contracting Officer for appropriate action in accordance with FAR 52.212-4, Contract Terms and Conditions-Commercial Items (May 1997) or the appropriate Inspection of Services clause, if any of the above service areas exceed the thresholds.

The Performance Requirements Summary (PRS) in Table 1 outlines the Government’s performance requirements for this task order.

Table 1: PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Performance Objective	PWS Section	Performance Standard	Acceptable Quality Level (AQL)	Surveillance Method	Incentive
Monthly status report per PWS	6.2	E-mailed to the COR within five (5) working days following the beginning of each month. Shall be in electronic form in Microsoft office compliant format.	Six (6) working days following the end of each month. < 5% rejection rate of all formal deliverables submitted under the performance provisions of the contract; <10% rejection rate of draft submissions.	100% inspection	CPARS report (positive or negative)
Trip Report per PWS	6.6	E-mailed to the COR within seven (7) working days of completing the trip. Shall be in electronic form in Microsoft office compliant format.	Eight (8) calendar days of completing the trip.	100% inspection	CPARS report (positive or negative)
Work Plan per PWS	6.5	Provide a work plan no later than 30 calendar days after start of performance on the task order. Updated	Thirty-Five (35) calendar days after start of performance	100% inspection	CPARS report (positive

		work plans shall be submitted along with the monthly status report.			or negative)
Weekly Status Report per PWS	6.3	The Contractor shall be required to provide weekly updates of accomplishments, plans of actions, outstanding tasks, problems encountered, and solutions, recommendations for process improvements for assigned projects and tasks.	NLT 0800 Monday of each week. < 5% rejection rate of all formal deliverables submitted under the performance provisions of the contract; <10% rejection rate of draft submissions.	100% inspection	CPARS report (positive or negative)
Analysis, reports and briefings	6.4	Thorough identification of the issue(s), impact, analysis of potential solutions, and recommendations for proposed courses of action.	< 5% rejection rate of all formal deliverables submitted under the performance provisions of the contract; <10% rejection rate of draft submissions.	100% inspection	CPARS report (positive or negative)